

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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**March 4, 2003**

**FROM:** **EMIL A. MARZULLO**, Director  
Special Districts Department

**SUBJECT: REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF INTEGRATED  
UTILITY MANAGEMENT SYSTEM**

**RECOMMENDATION:** Acting as the governing body for all Board-governed County Service Areas and Improvement Zones with water and sanitation powers and the Crestline Sanitation District (water and sanitation districts), approve the Request for Proposal (RFP) for an Integrated Utility Management System; and authorize the Special Districts Department (SDD) to re-release the RFP.

**BACKGROUND INFORMATION:** SDD Staff has determined that the independent billing systems in support of the water and sanitation operation needs to be replaced. Analysis by SDD management determined that there is a greater need to collect, store and report the administrative and operational data than the current systems will allow.

The existing systems in the outlying District offices do not take advantage of the current network and systems integration technology available. In addition, greater system efficiency can be realized by consolidating both billing systems onto a single integrated platform that will take full advantage of the network infrastructure. A single system will reduce the cost of training and maintenance while allowing secured access to needed data throughout the special districts network. An integrated system will also allow the district to better leverage existing investments in other systems currently in use by allowing pertinent data to be exchanged by the various systems and eliminate duplication of data entry and manual combination of data from various sources.

The RFP for the Integrated Utility Management System is divided into the following modules: General Ledger, Budget and Forecasting, Accounts Payable, Accounts Receivable, Utility Billing, Fixed Asset Management, Integrated Report Writer/Generator, Operations Management and Customer Service. The system needs to be capable of integrating with existing solutions: Assessor's Tax Roll, Avantis (Asset Management and Preventative Maintenance System), and Microsoft Project Server.

The Board of Supervisors previously authorized the RFP for release December 10, 2002 with a deadline for response to the RFP of Monday, January 6, 2003. The SDD did not receive adequate responses, by the two vendors who met the original deadline, to thoroughly satisfy the bid process. Therefore, staff recommends that the RFP be reopened for the period of March 5, 2003 through April 16, 2003 to provide time for additional advertising and posting of the RFP to potentially receive additional responses from vendors and additional information from the responding vendors to adequately address all components of the RFP.

	<b>Record of Action of the Board of Supervisors</b>
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Approval of this recommendation will authorize the SDD to re-issue an RFP for the selection of an Integrated Utility Management System, for all Board-governed water and sanitation districts.

**REVIEW BY OTHERS:** No changes to the original RFP are proposed. Review of the RFP was performed by Information Services Department (Leyden Hahn, Chief Information Officer) on November 5, 2002; Purchasing Department (Aurelio De La Torre, Director) on November 26, 2002; County Counsel (Jean-Rene' Basle) on November 26, 2002; and by the County Administrative Office (Wayne Thies, Administrative Analyst), on February 24, 2003.

**FINANCIAL IMPACT:** The cost of re-issuance of the RFP is marginal. The cost of the Integrated Utility Management System will be determined by RFP responses, which allow for pricing based upon module functional components (i.e. general ledger, billing, etc.). The pricing will impact the Department's recommendation for a purchase or lease-purchase of the billing system. The cost associated with the final purchase will ultimately be borne by the water and sanitation districts. A recommendation to award a contract will be presented for Board approval upon completion of the RFP process.

**SUPERVISORIAL DISTRICT(S) :** All

**PRESENTER:** EMIL A. MARZULLO 387-5950